



## **HOUSTON INDEPENDENT SCHOOL DISTRICT**

### ***Office of Special Education Services***

**4400 West 18<sup>th</sup> Street ♦ Houston, Texas 77092 ♦ Phone: 713/556-7025 ♦ Fax: 713/556-7089**

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**TO:** Providers of Independent Educational Evaluations in Occupational Therapy (OT)

**FROM:** Beth Goodrich, Senior Manager for Occupational Therapy (OT), Physical Therapy (PT) and Assistive Technology (AT) Services

**SUBJECT: EXPECTATIONS FOR AN INDEPENDENT EDUCATIONAL EVALUATION (IEE) FOR OCCUPATIONAL THERAPY**

1. The Evaluator must:
  - a. Provide documentation of appropriate qualifications to provide the IEE in the area of identified student need. These qualifications must include a master's or doctoral level degree and/or professional license and/or certification in a field of professional practice appropriate to the student's identified area of need for this IEE.
  - b. Currently provide professional services in the student's identified area of need for this IEE within the Houston Metropolitan area.
2. The IEE must:
  - a. Take place in the education environment where the student's Individualized Educational Program (IEP) is provided.
  - b. Include consultation with the student's teacher(s) regarding the student's educational program.
  - c. Include review of the student's state education folder to gain a perspective of the student's educational history and progress.
3. All testing materials used during the IEE are provided by the evaluator.
4. Within two weeks of completion of the IEE, a report documenting the IEE will be sent to the following address:

Houston Independent School District  
Office of Special Education Services  
Attn: Beth Goodrich, Senior Manager, OT, PT and AT Services  
4400 W. 18<sup>th</sup> Street  
Houston, Texas 77092

5. This report must document the:
  - a. Procedures and testing materials used during the IEE. Copies of testing protocols and work samples collected during the evaluation process may be requested by the Houston ISD to support the campus team in considering the recommendations made from the IEE provider.
  - b. Observations and/or measures indicating the student's performance during the evaluation
  - c. IEE provider's interpretation of the student's performance including the student's identified strengths and needs at school. Each identified student specific strength and need should be supported through student specific performance data collected in the evaluation process whether the method of collecting the data occurs through observation, consultation/interview, or direct testing.
  - d. IEE provider's assessment of the impact of the student's performance on the student's ability to benefit from their current special education program



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- e. IEE provider's specific recommendations regarding OT services relevant to the student's needs in the educational environment. Each recommendation should directly align to a student specific need identified in the report. These recommendations must include:
  - i. Supports, strategies and/or features of tools to address the student's identified needs
  - ii. Measurable goals and/or objectives to be addressed through the implementation of the above recommended supports, strategies and/or features of tools.
  - iii. Accommodations, modifications and/or OT services indicated to support this student's needs to benefit from their individualized educational program (IEP).
- f. If an educational need to add an OT service to the student's IEP is recommended, the anticipated change in the student's performance at school to be achieved by the recommendation should be clearly stated in measurable terms. The professional skill set required to implement the recommendations should be clear recognizing that some skill sets are shared across multiple disciplines.

For additional information on the role of the IEE provider in the area of Occupational Therapy go to:

[http://www.livebinders.com/play/play\\_shared\\_binder/1358806?play\\_view=play](http://www.livebinders.com/play/play_shared_binder/1358806?play_view=play)  
access key = iee